



COMMONWEALTH of *VIRGINIA*

DEPARTMENT OF EDUCATION

P. O. BOX 2120

Richmond, Virginia 23216-2120

TO: LEA Contacts, Principals, and Coaches
Reading First Schools

FROM: Mark R. Allan, Director
Office Elementary Instructional Services

SUBJECT: Reading First Funding for School Year 2007 – 2008
Reading First Annual Performance Report – Due March 30, 2007

DATE: February 5, 2007

For the fifth year of Reading First, the Virginia Department of Education (VDOE) will receive \$16,695,489. This amount covers the school division grants, the statewide professional development, technical assistance for Reading First, and the Department's administrative costs. For the 2007-2008 school year there is approximately \$13,000,000 available for Reading First school division grants. Therefore, the target grant amount per school is \$152,644, for the 2007-2008 school year. Divisions may need to adjust this figure per school based on the needs of the schools within the division. However, the total amount for the division may not exceed the combined schools' target amount.

Example: Division "A" has 4 Reading First schools. The total grant award for division "A" for 2007-2008 is \$610,576 because \$152,644 was allotted to each of the 4 Reading First schools ($\$152,644 \times 4 = \$610,576$). Division "A" has the flexibility to adjust the amount per school as long as the total budgeted amount for the division does not exceed \$610,576. For example Reading First budgets for the four schools might resemble the following:

School #1: \$152,644

School #2: \$140,000

School #3: \$125,000

School #4: \$192,932

*Total Division Budget: **\$610,576**

*Only division level budgets will be accepted as a part of the divisions' Reading First Annual Report. Please include school level budgets within the cumulative division budget.

Approval of expenditures submitted within the 2007-2008 budget will be consistent with allowable uses of funds as stated within the Reading First legislation. Consideration should be given to ensuring that schools, especially schools in the second year of implementing a Reading First grant, have the core, supplemental, and intervention materials necessary for effective implementation of the reading program in kindergarten through third grade. Another use for Reading First funds is in the area of family literacy. Reading First legislation permits the following uses of funds for promoting family literacy and improved reading achievement for all children:

- *Humanities-based family literacy programs (which may be referred to as ‘Prime Time Family Reading Time’) that bond families around the acts of reading and using public libraries;*
- *Providing training in the essential components of reading instruction to parents or other individuals who volunteer to be a student’s reading tutor to enable such parents or individuals to support instructional practices that are based on*
- *Scientifically-based reading research and are being used by the student’s teacher; and*
- *Assisting parents, through the use of materials and reading programs, strategies, and approaches (including family literacy services) that are based on scientifically-based reading research, to encourage reading and support their child’s reading development. [Section 1207 (7)(B)(i-iii), Title I, Part B - Students Reading Skills Improvement Grants, Subpart 1- Reading First, of the No Child Left Behind Act of 2001.*

The following information is due to the *Reading First* office:

- **As a reminder, 2nd Quarter reimbursements (October 1, 2006 – January 10, 2007) are due February 9, 2007.**
- **2007-2008 Reading First Annual Performance Report is due March 30, 2007.**

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|---------------------|---|
| Section I. | Rationale and Questions |
| Section II. | 2007 – 2008 Budget Summary to include 2008 – 2009 Projected Budget (final year) |
| Section III. | 2007 – 2008 Budget Narrative explaining the Budget Summary document |
| Section IV. | Sustainability Plan (district and school levels) |

Please submit the required documents by March 30, 2007, electronically to Patience Scott, Reading First coordinator via e-mail at Patience.Scott@doe.virginia.gov. If you have program questions, please contact Patience Scott, via e-mail or by phone at (804) 225-3203. For budget questions, please contact Kim Powell, Reading First grants and reports manager via e-mail at Kim.Powell@doe.virginia.gov or by phone at (804) 225-3609. As always, thank you for your continued support and cooperation.

Reading First Annual Performance Report

Section I Rationale and Questions

This performance report seeks information from the Local Educational Agencies (LEAs) about progress in implementing and evaluating its Reading First program, as required under Section 1202 (d)(5) of the Reading First statute. Items covered in the performance report address those areas that are of central importance to the administration and evaluation of the Reading First program and for which the Virginia Department of Education does not expect to gather information via the database administered by the University of Virginia for evaluation purposes. The questions are designed to provide information in the following key areas: progress of implementation of scientifically based reading instruction; administration and evaluation of the Reading First program; and the broader impact of Reading First in each locality.

Please answer the following four (4) questions regarding *Reading First*:

1. Has the locality encountered any obstacles or circumstances that are affecting its ability to administer Reading First successfully and in accordance with its approved plan? If so, describe the issues related to implementation, the locality's plan to resolve them, and whether technical assistance from the Department is needed.
2. Provide an updated timeline for the implementation of the *Reading First* grant. Please use the timeline from Years I through IV. Please use a different color font, highlight, etc. to depict Year V information. This should include major events during Years I through IV, as well as, a detailed outline for Year V, and a projected framework for Year VI. Please include activities around the following:
 - Assessment
 - Core Program
 - Supplemental/Intervention Materials
 - Professional Development
 - Family Literacy Activities (Schools are not required to implement this component. This is an additional use of Reading First funds that may be implemented in years V and VI.)

This should be a continuation timeline since Reading First was implemented in an attempt to depict the entire effort at the conclusion of the grant. File name must follow the example: RFInsertSchoolDivisionTimeline2007-08.

3. **You do not need to complete this section if the coach remained in place from last year.** Please provide a verified list of **changes** in *Reading First* reading coaches in each school and provide their professional qualifications, to include degrees and endorsements. This information will need to be signed by the division Human Resources office and mailed by March 30, 2007, to the Virginia Department of Education, Office of Elementary Instruction, 24th floor, Patience Scott, 101 North 14th Street, Richmond, Virginia 23219.
4. What suggestions does the locality have for the Department providing Technical Assistance or Professional Development? List specific topics, suggestions or concerns.

Section II. Sample Budget Summary
2007 – 2008 Budget Summary to include 2008 – 2009 Projected Budget (final year)
Please note that budgets must be submitted by division only.

When calculating costs, please round off the amounts to the nearest dollar.

You may allocate up to \$1,000 per teacher/coach who will be attending the Teacher Reading Academies (includes travel, meals and lodging for the Academies; VDOE approved conferences).

You may allocate up to \$500 per teacher/coach participating in the Reading First Online Teacher Reading Academies.

Caps have been placed on Classroom and Library Materials (10%), Capital Outlay (10%) and Indirect Costs (3.5%).

Please keep in mind when you are ordering classroom and library materials, that there needs to be a variety of non-fiction and fiction books, as well as, predictable and decodable books.

A **sample** budget summary can be found on the VDOE Web site at <http://www.doe.virginia.gov/VDOE/Instruction/Reading/rf-sbs.xls>.

We are requesting that the budget summary be submitted using the template located on the VDOE Web site at <http://www.doe.virginia.gov/VDOE/Instruction/Reading/rf-bs.xls>.

Section III. Sample Budget Narrative
2007 – 2008 Budget Narrative explaining the Budget Summary document

Please provide detailed information and a breakdown of costs as outlined in your Budget Summary for each Object Code and its contents for **2007-2008 year only**.

Justification is required for any programmatic change or addition to the original proposal. If the change involves an additional supplemental or intervention program from the original proposal, an explanation of how it complements the core program is required.

A **sample** budget narrative can be found on the VDOE Web site at <http://www.doe.virginia.gov/VDOE/Instruction/Reading/rf-sbn.xls>.

We are requesting that the budget narrative be submitted using the template located on the VDOE Web site at <http://www.doe.virginia.gov/VDOE/Instruction/Reading/rf-bn.xls>.

Section IV. Sustainability Plan (district and school levels)

We are requesting that the sustainability plan be submitted using the template located on the VDOE Web site at <http://www.doe.virginia.gov/VDOE/Instruction/Reading/rf-st.doc>.

Section V. Annual Performance Report Submission

The completed Annual Performance Report should include the following four attachments:

1. Section I: Rationale and Questions
2. Section II: Budget Summary
3. Section III: Budget Narrative
4. Section IV: Sustainability Plan (district and school levels)

Annual Performance Reports are due to the Office of Elementary Instruction by March 30, 2007, and should be sent electronically to Patience Scott, Reading First coordinator via e-mail at Patience.Scott@doe.virginia.gov